

## First name Last name

### CPA, CGA

520 xxxx Boulevard, Toronto, ON M4C 2T9 Tel.: xxx-xxx-xxxx  
E-mail: xxxxxx@xxx.com

### SUMMARY OF SKILLS

---

- ◆ **CPA, CGA, 3 years'** professional experience
- ◆ **Publishing sector** specialist
- ◆ Proficient in the use of **accounting software**
- ◆ **Bilingual** (French, English)
- ◆ Initiative, teamwork skills, service oriented and excellent problem-solving skills
- ◆ Strong volunteer involvement

### PROFESSIONAL EXPERIENCE

---

- ◆ Jan. 2005–present

COMPANY A, ON (largest consumer magazine publisher in Canada)

#### **Cost and inventory analyst**

- Coordinate and implement an inventory control procedure: significant improvement of processes
- Provide inventory module management support: data entry, update and tracking
- Participate in developing inventory analysis and cost of sales reports
- Plan twice-yearly inventory counts
- Collaborate in the month-end process:
  - o regular month-end records
  - o monthly balance sheet account analysis
- Provide customer service: answer information requests from internal clients
- Quality monitoring: make sure inventory procedures are observed

- ◆ Feb. 2004–Jan. 2005

COMPANY B, ON (150 French-language publishers in Canada)

#### **Assistant to the controller**

- Supervised accounting clerks (10 people)
- Responsible for monthly cost/budget reports
- Entered month-end records and balanced the association's entries
- Tracked transactions, billing and accounts receivable
- Coded the association's bills
- Provided technical support for Great Plains software and Captaris purchase order software
- Reviewed time sheets

- ◆ Jan.–Sept. 2003

XXXXX UNIVERSITY, ON - Accounting Sciences Department

**Public accounting course lecturer in** - 35 students

### EDUCATION

---

2004 Certified General Accountants Association  
**CGA** designation

2004 XXXXX University, ON  
**Certificate in Accounting Sciences**

## LANGUAGES

---

- ◆ **Bilingual (French, English)**
- ◆ Basic Spanish

## SOFTWARE

---

- ◆ Advanced accounting software: **DCI Débits Crédits**
- ◆ In-house software on **FoxPro, ACCPAC**
- ◆ Payroll software: **CGI** and **Kronos**
- ◆ Cost, inventory and production planning software: **System/38** and **Data 3**
- ◆ Inventory management software: **OPIS**
- ◆ Accounts payable and general ledger software: **Millenium** and **AP/PO**
- ◆ Database, cost sheet: **TXP**
- ◆ Tax software packages: **PC-IMPOTS** and **TAXPREP**
- ◆ Microsoft Office

## AWARDS

---

- ◆ **Tenth in Canada** in financial accounting in the Certified General Accountants Association entrance exams in June 2004

## VOLUNTEER INVOLVEMENT

---

- ◆ XXXX University
  - Member of the student council **executive committee** (2001–2003)
  - **Writer** for the student newspaper, "Interviews" and "Agenda" section: 35 articles (2001–2004)
- ◆ Volunteer at the **World Film Festival** (every year since 1999)
- ◆ **Volunteer coach** of the women's basketball team since 2001